

# Service Officer Proficiency Training

## March 2014



# TDVA Training Format Changes

## Overview of Change to TDVA Training Format



Presented by: TDVA Training Division

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What is New  
12/10/13 to 3/14/14



**NEWS**  
***FLASH!***

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# TDVA Jeopardy

## Pension & DIC

Welcome to Service Officers Jeopardy

Presented by

TN Department of Veterans Affairs



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# FDC Program & Ready To Rate Claims

## FULLY DEVELOPED CLAIMS (Ready To Rate/RTR)

- The Fully Developed Claims (FDC) Program is the fastest way of getting your compensation or pension claim processed.
- Participation in the FDC Program allows for faster claims processing while preserving great quality of service and your right to appeal a decision.

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# OJT/Apprenticeship & Work Study Programs

- On-The-Job & Apprenticeship Training Programs:
  - These programs allow Veterans to learn a trade or skill through training on the job participation rather than attending formal classroom instruction.
  - A Veteran generally enters into a training contract for a specific period with an employer or union, and at the end of the training period, the Veteran gains job certification or journeyman status. \* Training must be a minimum of 6 months & not exceed 2 years

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# OJT/Apprenticeship & Work Study Programs (Cont.)

- Employers or unions generally pay a reduced OJT/apprenticeship wage (generally 40 - 50% of journeyman wages).
- Veterans in an approved program can use their GI Bill benefit and receive a tax-free stipend. The Post-9/11 GI Bill stipend is the equivalent of the Monthly Housing Allowance (MHA) of an E-5 with dependents, which is paid in addition to the entry-level wage.  
<http://www.defensetravel.dod.mil/site/bahCalc.cfm>
- First 6 months of training: 100% of your MHA
- Second 6 months of training: 80% of your MHA

# OJT/Apprenticeship & Work Study Programs (Cont.)

- The stipend is reduced 20% every six months thereafter as the Veteran's wages regularly increase until the Veteran has attained journeyman status and pay.
- Approved employers can use this benefit as a recruiting tool by using wages + stipend to attract Veteran candidates.

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# OJT/Apprenticeship & Work Study Programs (Cont.)

## ➤ **State Approving Agencies (SAA)**

- The State Approving Agencies are responsible for approving OJT/apprenticeship programs in their respective states. Requirements generally entail submitting a training request form that specifically outlines the proposed program, wages, and standard workweek information, as well as the company contact name and phone number. Once all required documents are submitted, approval is generally completed in 1-2 months. For more information regarding OJT & apprenticeship programs, and how to apply see:  
[http://www.gibill.va.gov/resources/education\\_resources/programs/on\\_the\\_job\\_apprenticeship\\_training.html](http://www.gibill.va.gov/resources/education_resources/programs/on_the_job_apprenticeship_training.html)

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# OJT/Apprenticeship & Work Study Programs (Cont.)

## ➤ Vocational Rehabilitation & Employment (VR&E) OJT/Apprenticeships

- Additionally, VR&E also provides employers with other benefits through the Special Employer Incentive Program (SEI). Employers hiring Veterans with a service-connected disability who are approved for VR&E services may be entitled to reimbursements up to 50% of the Veterans' salary for six months to offset training costs. Additional information about the VR&E OJT program is located here:

- [http://www.vba.va.gov/bln/vre/emp\\_resources.htm](http://www.vba.va.gov/bln/vre/emp_resources.htm)

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# VA Forms for OJT/Apprenticeship Program

OMB Control No. 2900-0104  
Response Burden: 1 hour

**Department of Veterans Affairs**  
**APPLICATION FOR VA EDUCATION BENEFITS**  
(See attached Information and Instructions)

INTERNET VERSION AVAILABLE - You can submit this application over the Internet at the following site: [www.gibill.va.gov](http://www.gibill.va.gov)

**PART I - APPLICANT AND BENEFIT INFORMATION**  
(All Applicants Must Complete This Part)

1A. NAME OF APPLICANT (First, Middle, Last) **VA DATE STAMP**  
(Do Not Write In This Space)

1B. SOCIAL SECURITY NUMBER OF APPLICANT 1C. VA FILE NUMBER (If previously assigned)

2A. APPLICANT'S ADDRESS (Complete street address, city, state, and ZIP Code)

2B. SEX OF APPLICANT 2C. APPLICANT'S DATE OF BIRTH 2D. APPLICANT'S E-MAIL ADDRESS 3. APPLICANT'S TELEPHONE NUMBER  
(Include Area Code)

4. DAY 5. NIGHT

4. DESCRIPTION OF VA EDUCATION PROGRAMS (Check (✓) the box next to each benefit you wish to apply for)

A. MONTGOMERY GI BILL EDUCATIONAL ASSISTANCE PROGRAM (title 38, U.S.C., chapter 30). If you served or are currently serving on active duty, you may be eligible to receive this benefit. Check the box to the right if you:

- entered active duty for the first time after June 30, 1985, OR
- were eligible to receive Vietnam Era Veterans' Educational Assistance (title 38, U.S.C. chapter 34) benefits on December 31, 1989, OR
- were discharged under one of the qualifying separation programs shown in the instructions, OR
- were a participant under the Post-Vietnam Era Veterans' Educational Assistance program commonly referred to as VEAP (title 38, U.S.C., chapter 32) and elected this benefit during one of the open window periods shown in the instructions.

B. MONTGOMERY GI BILL - SELECTED RESERVE EDUCATIONAL ASSISTANCE PROGRAM (title 10, U.S.C., chapter 1506). This benefit is based on Selected Reserve service (Reserve or National Guard). Check the box to the right if you had at least a six-year reserve obligation after June 30, 1985.

(NOTE: Department of Defense (DoD) determines eligibility for this program.)

C. RESERVE EDUCATIONAL ASSISTANCE PROGRAM (title 10, U.S.C., chapter 1607). This benefit is for a reservist called to active duty to support contingency operations. Check the box to the right if you were called to active duty to support contingency or other specific operations.

(NOTE: Department of Defense (DoD) determines eligibility for this program.)

D. POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM commonly referred to as VEAP, (title 38, U.S.C., chapter 32, or section 903 of Public Law 96-343). Check the box to the right if you:

- served on active duty at any time from January 1, 1977 through June 30, 1985, AND
- either contributed funds or had your service branch make contributions for you.

E. NATIONAL CALL TO SERVICE PROGRAM (title 10, U.S.C., chapter 31, section 510). Check the box to the right if you:

- entered on or after October 1, 2003, under the National Call to Service program, AND
- selected one of the education incentives provided by that program.

Check this box to the right only if you've selected one of the two Educational Allowance Incentive options.  
(If you checked this box, be sure to complete Part IV)

F. THE "TRANSFER OF ENTITLEMENT" PROGRAM (title 38, U.S.C., chapter 30, section 3020). Check the box to the right if you:

- are a spouse or child of a person who qualified for the Montgomery GI Bill Educational Assistance Program (Chapter 30), AND
- believe that your parent or spouse transferred entitlement to you.

(If you checked this box, be sure to complete Part IV)

VA FORM 22-1990  
MAY 2005

SUPERSEDES VA FORM 22-1990, SEP 2003, WHICH WILL NOT BE USED.

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OMB Approved No. 2900-0098  
Response Burden: 45 minutes

**Department of Veterans Affairs**  
**DEPENDENTS' APPLICATION FOR VA EDUCATION BENEFITS**  
(Under Provisions of chapters 33 and 35, of title 38, U.S.C.)

INTERNET VERSION AVAILABLE - You may complete and submit your application online at: [www.gibill.va.gov](http://www.gibill.va.gov)

**PART I - APPLICANT INFORMATION**

1. SOCIAL SECURITY NUMBER 2. SEX OF APPLICANT 3. DATE OF BIRTH  
☐ MALE ☐ FEMALE

4. NAME (FIRST-MIDDLE-LAST)

5. CURRENT MAILING ADDRESS (Number and street or rural route, city or P.O., State and ZIP Code)

6. TELEPHONE NUMBER(S) (Including Area Code)

PRIMARY SECONDARY

7. E-MAIL ADDRESS (If applicable)

8. DIRECT DEPOSIT (Attach a voided personal check or provide the following information. See instructions for additional information.)

ROUTING OR TRANSIT NUMBER ACCOUNT TYPE ACCOUNT NUMBER  
☐ CHECKING ☐ SAVINGS

9. PLEASE PROVIDE THE NAME, ADDRESS, AND TELEPHONE NUMBER OF SOMEONE WHO WILL ALWAYS KNOW WHERE YOU CAN BE REACHED

A. NAME B. ADDRESS C. TELEPHONE NUMBER (Include Area Code)

**PART II - QUALIFYING INDIVIDUAL INFORMATION**

10. NAME OF INDIVIDUAL ON WHOSE ACCOUNT BENEFITS ARE BEING CLAIMED (FIRST-MIDDLE-LAST)

11. SOCIAL SECURITY NUMBER OR VA FILE NUMBER 12. BRANCH OF SERVICE

13. DATE OF BIRTH 14. DATE OF DEATH OR DATE LISTED AS MISSING IN ACTION OR P.O.W. 15. IS QUALIFYING INDIVIDUAL CURRENTLY ON ACTIVE DUTY?  
☐ YES ☐ NO

16. YOUR RELATIONSHIP TO QUALIFYING INDIVIDUAL  
☐ SPOUSE ☐ SURVIVING SPOUSE ☐ CHILD ☐ STEPCHILD ☐ ADOPTED CHILD

17. DO YOU OR THE QUALIFYING INDIVIDUAL ON WHOSE ACCOUNT YOU ARE CLAIMING BENEFITS HAVE AN OUTSTANDING FELONY AND/OR WARRANT?  
☐ YES ☐ NO

**PART III - BENEFIT AND TYPE OF EDUCATION OR TRAINING**

18A. TYPE OF BENEFIT  
☐ CHAPTER 33 - POST-9/11 GI BILL MARINE GUNNERY SERGEANT JOHN DAVID FRY SCHOLARSHIP (FRY SCHOLARSHIP)  
☐ CHAPTER 35 - SURVIVORS' AND DEPENDENTS' EDUCATIONAL ASSISTANCE PROGRAM (DEA)

18B. TYPE OF TRAINING  
☐ COLLEGE OR OTHER SCHOOL  
☐ FARM COOPERATIVE  
☐ LICENSING OR CERTIFICATION TEST  
☐ APPRENTICESHIP OR OTHER ON-THE-JOB TRAINING  
☐ NATIONAL ADMISSION EXAMS OR NATIONAL EXAMS FOR CREDIT  
☐ CORRESPONDENCE COURSE (IIEA Children not eligible)  
☐ FLIGHT TRAINING (Fry Scholarship only)

**VA DATE STAMP**  
(For VA Use Only)

VA FORM 22-5490  
MAY 2013

SUPERSEDES VA FORM 22-5490, JUL 2012, WHICH WILL NOT BE USED.

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OMB Approved No. 2900-0178  
Response Burden: 10 minutes

**Department of Veterans Affairs**  
**MONTHLY CERTIFICATION OF ON-THE-JOB AND APPRENTICESHIP TRAINING**

FOR VA USE ONLY

DATE RECEIVED FOR VA USE ONLY

FACILITY CODE TYPE TRAINING

**IMPORTANT**  
Read the instructions carefully. You and the employer should complete, date, and sign this form on or after the last day of the last month shown in Items 1A and 1B. Call 1-800-GI-BILL-1 (1-888-442-4551) if you have questions. Call 711 (Federal Relay) if you use the Telecommunications Device for the Deaf (TDD).

**INSTRUCTIONS TO TRAINEE**  
ITEMS 1 AND 2 - Enter the number of hours worked for each month shown. (Include any hours of related training during working hours.)  
ITEM 3 - Check the appropriate box, and if training has been terminated, complete Items 4 and 5. If you have attained the complete job skills for your job (a "journeyman" knowledge and skills), show this information in Item 5.  
ITEMS 6A, 6B, AND 6C - Check the appropriate box. If you received a wage increase (or decrease) not in accordance with your training agreement, show your new wage rate and the effective date of that wage rate (when you first received this wage rate).  
ITEM 7 - Use Item 7, Remarks, to show any additional information concerning your wage. If you are receiving additional educational allowance for dependents, also use this item to report any change in the number of your dependents.  
ITEMS 8A AND 8B - Sign and date the form. Then, give the form to your employer or an authorized official of your training establishment for verification.  
CHANGE OF ADDRESS - If you are changing your address permanently, neatly line out the preprinted address shown above. Then, print your new address in the remaining space. Be sure to include your ZIP Code.

**INSTRUCTIONS TO EMPLOYER**  
NOTE - If an OJT trainee is receiving the journeyman wage, the trainee is no longer entitled to VA educational benefits. You must immediately notify VA. An apprenticeship trainee is not normally entitled to receive educational benefits after reaching the journeyman wage. However, there are some exceptions, such as training on a Davis-Bacon job, or a job in a geographic location that has a different wage scale. If you have any questions, call VA toll-free at 1-800-GI-BILL (1-888-442-4551). If you use the Telecommunications Device for the Deaf (TDD), the Federal Relay number is 711. Please verify the number of hours worked and other information reported by the trainee in Items 1 through 6 with the payroll and training records. Also use Item 7 if the trainee's conduct or progress is unsatisfactory or if the trainee has attained the complete job skills for the job (a "journeyman" knowledge and skills).  
ITEMS 9A AND 9B - Sign and date the form. Then, return it to the VA office shown above.

1. MONTHS TO BE CERTIFIED 2. NO. OF HOURS WORKED FOR EACH MONTH SHOWN IN ITEM 1 3. DATE TERMINATED (Mo., day, yr.)

4. DATE TERMINATED (Mo., day, yr.)

5. REASON FOR TERMINATION

6A. IS WAGE RATE IN ACCORDANCE WITH TRAINING AGREEMENT? 6B. RATE 6C. EFFECTIVE DATE

☐ YES ☐ NO (If "No," complete Items 6B and 6C.)

7. REMARKS

I CERTIFY THAT the previous statements are true and correct to the best of my knowledge and belief.

PENALTY - Willful false reports concerning benefits payable by VA may result in fines or imprisonment or both.

9A. SIGNATURE OF TRAINEE 9B. DATE SIGNED

9A. SIGNATURE AND TITLE OF CERTIFYING OFFICIAL 9B. DATE SIGNED

VA FORM 22-6553d-1  
JUL 2012

EXISTING STOCKS OF VA FORM 22-6553d-1, JAN 2009, WILL NOT BE USED.

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VA Form 22-1990: App for VA Education Benefits

VA Form 22-5490: Dependents App for Education Benefits

VA Form 22-6553: Cert of OJT/Apprenticeship Trng.



# Trainees Responsibilities

- Each trainee must submit an application for education benefits (VA Forms 22-1990 or 22-5490) to the VA
- Once the employer is approved and the appropriate forms have been submitted, the trainee will be issued an award letter explaining the monthly benefit and the monthly reporting procedures.
- Each month, the trainee will receive VA Form 22-6553d -Monthly Certification, which must be completed by employer and the trainee to report the number of hours worked for each month.

# Employers Responsibilities

- providing the training as outlined by the training agreement. This includes having adequate space, equipment, instructional material, and qualified personnel to provide satisfactory training.
- Trainee records must be kept to showing the conduct and progress made toward their job objectives while in the training program.

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# Benefits to the Employer

- Economic benefits are derived from your eligibility to pay apprenticeship wages (usually 40 - 50 % of journeyman wages).
- Registered apprenticeship sponsors are also exempted from paying overtime to apprentices for the related instruction portion of their training.
- may be entitled to tax credits if you hire people who meet specific criteria or if your business is located in specific areas.
- Many report reduced turnover



# Work-Study Allowance Program

- The Work-Study Allowance Program offers an additional allowance to students in return for performing VA-related activities. It serves as a supplemental VA education benefit and often provides the additional funding that allows a student to pursue educational goals.
- Work-Study students earn an hourly wage equal to the federal minimum wage or the state minimum wage, whichever is greater.

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# Who is eligible to participate in the Work-Study Allowance Program

- To participate in the program, the student must be receiving benefits under one of the following education programs:
  - Chapter 30: Montgomery GI Bill
  - Chapter 31: Vocational Rehabilitation
  - Chapter 32: Post-Vietnam Era Veterans Educational Assistance Program
  - Chapter 33: Post 9/11 GI Bill
  - Chapter 35: DEA
  - Chapter 1606: GI Bill-Selected Reserve
  - Chapter 1607: REAP

# Who is eligible to participate in the Work-Study Allowance Program

- The student must be enrolled in and pursuing an approved college degree, vocational or professional program of education at a rate of  $\frac{3}{4}$  time or greater.
- NOTE: Neither federal employees nor students receiving VA education benefits while participating in an internship program are eligible to participate in the Work-Study Allowance Program.



# What locations can be approved as Work-Study sites

- Work-Study sites include, but are not limited to Department of Veterans Affairs offices, National Cemeteries, VA Medical Centers, veteran clinics, educational institutions, Department of Labor offices, and some Department of Defense facilities.

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# What duties can a Work-Study student perform

- Work-Study students must only be assigned tasks that require 100% performance of VA-related activities.
- Work-Study students are assigned to a specific work site per the application and Job Description and cannot perform work at any other location. Assigning Work-Study students to other locations is cause for withdrawal of the work site.

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# What duties can a Work-Study student perform

- **VA Facilities:** There is no limitation as to the VA-related duties for Work-Study students at any VA facility, including, but not limited to Department of Veterans Affairs Regional Offices, national cemeteries, VA medical centers, and VA clinics. The Work-Study student must be under the direct supervision of a VA employee and the activities must be directly related to VA.
- **Educational Institutions:** The Work-Study site must offer approved programs of education as an Institution of Higher Learning or a Non-College Degree facility. All work performed by the Work-Study student must directly assist with processing of VA paperwork, VA outreach, or gathering of information needed to fulfill VA reporting requirements. Work-Study students must be supervised by the school's designated VA certifying official.



# What duties can a Work-Study student perform

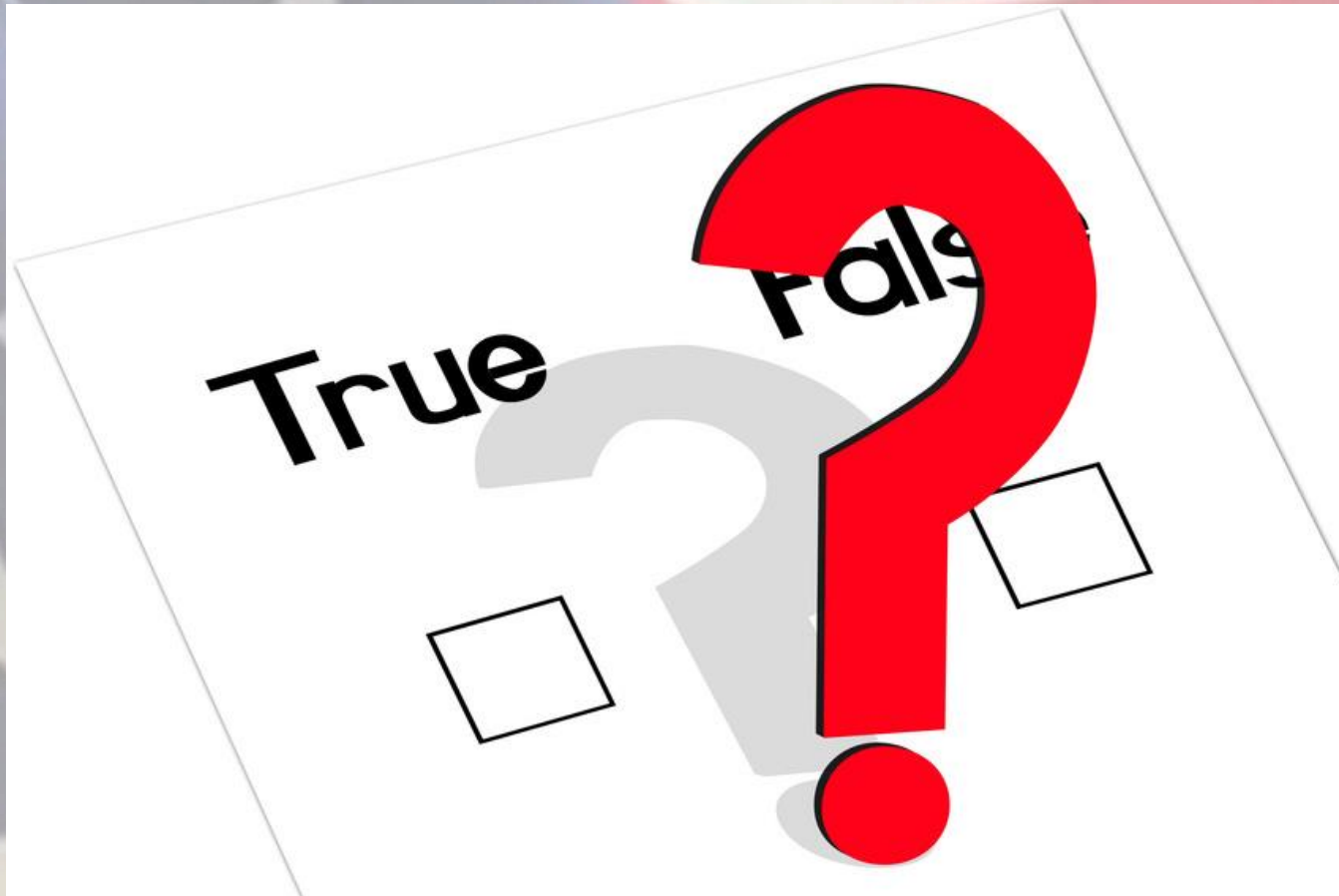
- **Department of Defense, Coast Guard or National Guard Facilities:** Only those Work-Study students receiving educational assistance under chapters 1606 and 1607 may participate in the Work-Study Allowance Program at these facilities. The student can perform activities relating to administering chapters 1606 or 1607 education benefits. The Work-Study student must be supervised by a DoD, Coast Guard, or National Guard official.
- **Other Non-VA facilities:** Other non-VA facilities can only use Work-Study students for disseminating information (outreach) on VA benefits and services and providing assistance to individuals in obtaining these benefits. They cannot process paperwork or engage in other administrative duties.

# How to Apply for the Program

1. Student should locate a work site and determine if an available Work-Study opportunity exists.
2. Supervisor at the work site must be willing to hire and supervise the student.
3. Student will complete VA Form 22-8691, Application for Work-Study Allowance, if the work site supervisor agrees to hire the student. The application is included in this handbook or can be found at <http://www.vba.va.gov/pubs/forms/VBA-22-8691-ARE.pdf>. If the electronic application is completed, include the work site name and address along with the name of the site supervisor in block 11 of the form.
4. Supervisor must complete the “Job Description” form in the VA Work-Study Allowance Program Handbook.
5. Fax the completed application and Job Description forms to VA at 918-781-7868 or 918-781-7785 or email completed documents to [workstudy.vbamus@va.gov](mailto:workstudy.vbamus@va.gov).

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# Time to Test Your Knowledge



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